



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शुक्रवार, 10 जुलाई, 1998/19 आषाढ़, 1920

हिमाचल प्रदेश सरकार

PERSONNEL DEPARTMENT

(Secretariat Administration Services-1)

ORDER

Shimla-2, the 30th June, 1998

No. Per (SAS-1) A(1)-1/98.—In pursuance of the provisions of Rule-26 and 27 of the Rules of Business of the Government of Himachal Pradesh 1996, the Chief Minister of Himachal Pradesh is pleased to order that the cases and matters in the Department of Secretariat Administration shall be disposed of by the authorities in the manner as indicated at Schedule 'A and B' enclosed.

2. This supersedes all previous order issued in this behalf relating to the Department of Secretariat Administration.

By order,
Sd/-
Chief Secretary.

SCHEDULE 'A'

Standing orders under rule-26 of Rules of Business of the Government of Himachal Pradesh, 1996 regarding disposal of work at various level in Secretariate Administration Department.

At Chief Minister Level :

1. All Vidhan Sabha Questions and Reply to assurances.
2. All Parliament Questions involving policy.
3. Recruitment and Promotion Rules in respect of Class-II, Class-III and Class IV employees.
4. Cases of disagreement with the advice of Himachal Pradesh Public Service Commission.
5. Imposition of Major penalty to Class-II Officers of Himachal Pradesh Secretariat in respect of cases compulsory retirement, removal from service and dismissal from Government Service.

SCHEDULE 'B'

Standing orders under Rule 27 Rules of Business of the Government of Himachal Pradesh, 1996 regarding disposal of work at various levels in Secretariat Administration Department.

At the Chief Secretary Level :

1. Approval of recommendations of the DPC regarding promotion to the post of Section Officers, Private Secretaries, other Class-II Officers of Himachal Pradesh Secretariat.
2. Imposition of Major Penalty (other than compulsory retirement, removal from service and dismissal from Government service) on Class-II Officers of Himachal Pradesh Secretariat.
3. Appellate authority in the case of Minor penalty on Class-II Officers.
4. Imposition of Major Penalty (compulsory retirement, dismissal, removal) in respect of Class-III Officials.
5. All items of new expenditure.
6. All financial and other matter for which specific powers have been delegated to the Head of the Department under various rules/orders.
7. Appellate authority in the cases of Major penalty viz., compulsory retirement, removal from Government service and dismissal from Government service imposed on Class-II employees.

At the Financial Commissioner/Commissioner-cum-Secretary/Special Secretary Level :

1. Appointment/promotion/confirmation in respect of Class-II Officers.

2. Approval of DPC for Class-III.
3. Imposition of minor penalty on Class-II Officers.
4. Sanction for prosecution of Govt. servants in respect of Class-II Officers.
5. Transfer on deputation on foreign service of Class-II Officers.
6. Representation of Class-II Officers against the adverse remarks in the ACRs.
7. Postings and Transfers of Class-II Officers.
8. All other matters concerning service of Himachal Pradesh Secretariat other than is required to be submitted to higher authority under rules/orders/instructions issued in this behalf from time to time.
9. All permission cases under conduct rules in respect of Class-II Officers.
10. Annual Budget estimates in respect of Himachal Pradesh Secretariat.
11. Replies to the paras of reports of Estimates Committees and Public Accounts Committees.
12. Creation/continuation of posts.
13. Such Financial powers, matters whereof be delegated from time to time by the Head of Department.
14. Appellate authority in the cases of minor/major (other than compulsory retirement, removal from Govt. service and dismissal from service) penalties imposed upon Class-III employees.

At the level of Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary:

1. Promotion/Appointment/Confirmation in respect of all Class-III Officials.
2. Imposition of minor/Major (other than compulsory retirement, removal from Government service and dismissal from service), penalties on Class-III Officials.
3. Sanction for prosecution sanction of Class-III officials.
4. Grant of Prof increment in respect of Class-III Officials.
5. Transfer on deputation/Foreign service in respect of Class-III Officials.
6. Representation of Class-III Officials, against adverse remarks in the ACRs.
7. Appellate authority in the cases of minor/major (other than compulsory retirement, removal from Govt. service and dismissal from service) penalties imposed upon Class-IV employees.
8. Posting and transfers of Class-III Officials.
9. All cases concerning reference to the Himachal Pradesh Public Service Commission.

10. All permission cases under the conduct rules in respect of Class-III Officials.
11. All miscellaneous service matters concerning Himachal Pradesh Secretariat employees, other than those which are required to be submitted to higher authorities under any rules/orders/instructions issued in this behalf from time to time. ★
12. Appointment/Promotion/Confirmation of Class-IV employees.
13. Imposition of minor/major penalties of Class-IV employees.
14. Grant of Proficiency increment to Class-IV employees.
15. Transfers and posting of Class-IV employees.
16. All permissions required under conduct rule in respect of Class-IV employees.

At the Level of Under Secretary :

1. The entire work except Control Room and building repairs and maintenance work being dealt with in SA-R&I-II Section including Fire Fitting, Security and matters to Cleanliness and conservancy staff.
2. The work of SA-Accounts-I & II, Despatch, Central Registry.
3. Pension/Gratuity sanctions to Class-II to Class-IV.
4. Sanction of loans and advances of all kinds.
5. Sanction of leave of all kinds from Class-II to Class-IV (including LTC Certificate etc.).
6. Any other subject/matter that may be assigned by the Commissioner-cum-Secretary (SA).

At the Level of Section Officers :

1. Verification of entries in respect of Service Books of Class-II, III and Class-IV employees.
2. Acknowledgement of letter, issuance of reminders to various Officers/communications.
3. Routine informatory papers not involving any policy decision/fresh orders/instructions.
4. Casual Leave and Station Leave to the staff posted in the Section.
5. Authentication of letter which do not involve any major policy decision or important orders, provided the drafts thereof have been approved by the higher authorities.
6. Routine correspondence with various Sections/Offices calling for information/data etc.